

814505/04

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

Revised

**TITLE: HOUSING AND COMMUNITY DEVELOPMENT MANAGER
 (NON-CLASSIFIED)**

DEFINITION

Under management direction, to plan, develop, organize, and manage complex Federal and Redevelopment Agency programs within assigned neighborhoods or project areas, involving the following aspects: housing development and rehabilitation; neighborhood revitalization; financial analysis; community liaison; developer negotiations; contract preparation, negotiation and supervision; marketing activities; and to do related work as required.

REPORTS TO: Development Director for City Manager (Note: This non-classified position is appointed by the City Manager).

DISTINGUISHING CHARACTERISTICS

The incumbent shall be appointed "at-will" and exempt from classified service and serve at the pleasure of the Development Director. This is a lead/supervisory classification equivalent to the Senior Project Manager (Development) in the Project Manager Series. This class is characterized by the responsibility to develop, manage, and coordinate large complex projects or sensitive matters. Incumbents exercise decision-making authority. Ability is required in establishing general goal and policy statements and in resolving problems. Latitude is necessary in managing and administering a complex and sensitive area of responsibility. Direct supervision is exercised over professional, technical, and/or clerical staff. An incumbent may represent the Deputy Development Director before the City Council, City Manager, community groups, other City staff, and the public.

PAY FOR PERFORMANCE

Housing and Community Development Managers in this classification as advanced in compensation based upon superior performance, as granted by the Development Director, and not to exceed 15% annually.

MERIT PAY

Upon reaching the maximum of "Step 1" non-incremental range, the Development Director may advance incumbents based upon superior performance, and place them within a non-incremental merit range, "Step 2", providing for up to one-year merit bonus, and not to exceed 15% annually.

Upon receipt of up to one year of "Step 2" merit pay, the incumbent will be returned to the maximum of the "Step 1" non-incremental range; or the Development Director may grant further increases based upon continued and demonstrated superior performance, not to exceed 15% annually and not to exceed the maximum of the "Step 2" range.

SUPERVISION RECEIVED AND EXERCISED

Receives management direction from the Development Director and from the City Manager. Exercises supervision over professional, para-professional, technical, and clerical staff, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Direct, coordinate, monitor, and evaluate the planning and execution of all activities of assigned complex targeted block grant and neighborhood areas.

- Supervise, coordinate, and participate in the management of assigned housing and neighborhood projects; assign, supervise, and review the work of subordinate staff and contractors assigned to projects; review and update the consolidated plan, action plan, and neighborhood revitalization strategies.
- Establish and maintain liaison with organizations, private business firms, developers, brokers, public agencies, property owners, and the general public to promote and facilitate the planning and execution of housing and neighborhood activities and projects.
- Make public presentations to legislative bodies and other public agencies; make public presentations to community groups, development associations, potential investors, and other major assemblages regarding the community development block grant (CDBG) or a specific neighborhood activity or project.
- Identify and market sites for projects and programs.
- Negotiate and administer contracts between the department and consultants, contractors, and developers.
- Prepare contracts and other related documents between the department and developers ensuring compliance review of such documents.
- Supervise or conduct special studies and analyses; prepare and submit comprehensive reports on all aspects of assigned programs and projects.
- Supervise complex programs and project budget(s) on annual and multi-year basis; monitor long and short-term program cash flow analyses.
- Coordinate the review and processing of specific public community development projects; facilitate as necessary to expedite project development.
- Develop and evaluate Requests for Qualifications and Request of Proposals; coordinate with other departments for delivery and compliance of public improvement projects.

QUALIFICATIONS

Knowledge of:

- California Community Redevelopment Law as it relates to low and moderate housing development.
- Applicable sections of federal, state, and local laws and codes impacting housing, community development, and public improvements.
- Theory, principles, and practices of governmental land use planning.
- City organization, operations, policies, and objectives.
- Current trends in federal, state, and local housing and community development funding.
- Principles and practices of organization, administration, budget, and personnel management.
- Economics of real estate, housing, and community development.
- Principles of Federal Community Development Block Grant Program (CDBG).
- Oral and written communications skills.
- Principles of supervision.
- Personal computer operation and software applications.

Ability to:

- Plan, develop, manage, and promote complex housing and community development programs and projects of the highest quality.
- Present ideas and concepts effectively and persuasively in speaking before groups and to communicate effectively in written reports and correspondence.
- Establish and maintain effective working relationships.
- Interpret, apply, and explain laws, codes, policies and procedures.
- Analyze situations accurately and adopt effective courses of actions.
- Operate a personal computer and applicable software applications.
- Supervise, train, and evaluate professional, para-professional, technical, and clerical staff.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with a Bachelor's degree in public or business administration or closely related field. A Master's degree or graduate level course work is desirable.

Experience: Seven years of progressively responsible administrative or analytical experience in urban planning, real estate development, housing, redevelopment, community development, community development block grant (CDBG), or a related field. Experience must include three years in the management of community development block grant (CDBG) or housing projects.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Housing and Community Development Manager (Non-Classified)

TO: Development Director